



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

**INFORMATION MEMORANDUM**  
**WAP-IM-2004-002**

TO: WAP and HEARTWAP Subgrantee Executive Directors  
WAP and HEARTWAP Subgrantee Energy Directors

FROM: Ken Rauseo, Deputy Director  
Division of Community Services/Community Services Unit

SUBJECT: **FY 2003 DOE WAP CONTRACT AMENDMENTS**

DATE: February 6, 2004

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DHCD has received approval from the Department of Energy to award carryover funds from the FY 2002 DOE Program. **WAP Subgrantee Energy Directors only** will find the FY 2003 Contract Amendment enclosed.

Please refer to the **BEP-IM-2003-006** for assistance in preparing a budget amendment. The signed **Budget Amendment Form** must be returned with two signed copies of the Contract Amendment.

The package includes two (2) Commonwealth of Massachusetts Standard Contract Amendment Form/signature pages. Both Standard Contract Forms must be signed and returned to DHCD. DHCD will return one signature page after it has been properly executed by DHCD. Please return the **two** signed Standard Contract Addendum Forms to:

David Fuller  
Department of Housing and Community Development  
Division of Community Services  
100 Cambridge Street, Suite 300  
Boston Mass. 02114

It is imperative that the Standard Contract Addendum Forms be signed and returned as quickly as possible.

If you have any questions regarding the contract process, please do not hesitate to contact Ken Rauseo, Deputy Director at (617) 573-1431 or David Fuller, Program Coordinator at (617) 573-1421.

Enclosure for Energy Directors